

## Religious Obligation: Request for Excused Absence

### Procedural Guidelines

- The *Religious Obligation: Request for Excused Absence* form must be completed for consideration of an excused absence from school under Board Policy [ACD](#).
- All requests should be submitted to the school at least **two weeks in advance of the requested absence**.
- Students are responsible for making up all missed class work and homework.

Student: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, and Zip

( ) \_\_\_\_\_  
Phone Number

Religion: \_\_\_\_\_ Religious Holiday/Obligation: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Full Day     Partial Day    Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

*(If approved, student must follow the school's normal early dismissal and late arrival procedures.)*

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Attendance Secretary:** Please scan and email, or fax a copy of this completed form to the Diversity office, 980-343-1338.

Questions regarding Policy ACD may be directed to José Hernández-Paris at 980-343-0471, or [jose.hparis@cms.k12.nc.us](mailto:jose.hparis@cms.k12.nc.us)

